



## **Police Office Administrative Assistant Part-Time**

Blanding City is currently accepting applications for an individual to work part-time twelve (12) to twenty (20) hours per week. The position is to aid in administrative duties at the police station, including answering phones, data entry, correspondence, reporting, and aiding the Court Clerk.

**Pay:** \$10.50 per hour – no benefits

**Qualifications:** High School or GED diploma required, must be at least eighteen years of age, must have a working knowledge and experience in word and data processing, (Microsoft Word and Excel). Must be able to deal with the public on a daily basis and handle mature situations. Must be bondable.

**Application Deadline:** Open until filled.

Applications can be obtained from the Blanding City offices at 50 West 100 South in Blanding, or call the City Offices @ (435) 678-2791 to have the application mailed, or send Resume.

**The City of Blanding is an equal opportunity employer.**